Online Form Please write your name and the address the form relates to in this box	Leicester City Council Revenues & Customer Suppor York House 91 Granby Street Leicester LE1 6FB Tel: 0116 454 1005 business.rates@leicester.gov.uk

Payment of National Non-Domestic (Business) Rate by Standing Order

Thank you for choosing to pay your Business Rates by standing order.

Please fill in the form on the back of this letter and send it to your bank/building society. Please do not return it to the Council.

Please make the payment dates to be five days earlier than the instalment date shown on your bill. This is because it takes time for the payment to be sent by your bank and allocated to your business rate account.

Yours sincerely

Caroline Jackson Head of Revenues & Benefits Service

(1) To: The Manager, (Bank/Building Society)

503				
	Leicester			
	City Council			
Revenues	& Customer	Support		

York House 91 Granby Street Leicester, LE1 6FB Tel: 0116 454 1005

business.rates@leicester.gov.uk

Business Rate Standing Order

Please complete the relevant details (1, 2, 3, 4 & 5) and send the form directly to your bank/building society.

Please make monthly payments and debit my account during the year ending 31st March as follows:

Barclays Bank PLC 1-3 Haymarket Towers, Leicester LE1 5WA	20-49-25
For Leicester City Council	83345629
REFERENCE NUMBER TO BE QUOTED	
(your Business Rates account number)	

(2) First payment of £	to be made on*	followed by
payments of £	to be made starting on	and ending with a fina
payment on		

(3)								
Account Name and Sort Code to be Debited	Account Number							
(Your Name & Address)								

Date (4) Signed (5)

NOTE: Please ensure that any existing standing order that this new one replaces under the above reference number is cancelled.

^{*} This date is 5 days before your due date to enable payments to reach your Business Rates account on time.